



# Superior Master Plan Update RFQ



**Request for Qualifications for Professional Services**



# Town of Superior

199 N Lobb Avenue, PO Box 218, Superior AZ 85173  
520) 689 – 5752, Fax (520) 689 – 5822

Superior Municipal Airport intends to engage a Professional Planning Firm for planning services. Funding is expected from the Arizona Department of Transportation - Multimodal Planning Division – Aeronautics Group (ADOT) during CY 2016. Firm selection and final contract agreement by the Town of Superior (TOS) is anticipated during the Fall of 2016.

The Airport will solicit and receive proposals for professional planning services as described in the project scope listed below. This RFQ Package is available by calling the Superior Town Hall at (520) 689-5752 or visiting [www.superioraz.gov](http://www.superioraz.gov) and clicking on the Proposals menu option on the bottom left. The proposed timeline below is for **planning purposes only**.

## Anticipated Milestones

**Project Name:** Superior Municipal Airport Master Plan Update

**RFQ Available:** November 1, 2016

**Pre-Proposal Briefing and Site Visit:** November 15, 2016 1400

**Last Date for Questions:** November 28, 2016

**Response Due:** December 1, 2016 NLT noon.

**Contract Award:** Approximately **January 12, 2016** (Contingent upon final approval by ADOT)

**Project Manager:** Steve Bacs, Wildan Engineering (623)-900-7038

## Overview

The Scope of Services in Exhibit A is for the development of an Airfield Master Plan Update for Superior Municipal Airport located on the western boundaries of Superior. This Scope of Services is to address key issues, objectives and goals pertinent to the development of Superior Municipal Airport. The compilation of information, tables, charts and other documents in pursuing this task will ultimately result in an Airfield Master Plan Update that is acceptable to ADOT.

Note that the format of this scope of services is one that has often been vetted and approved by DOT. The format and structure of this scope of services should not be considered as favoring any firm. Town's use of the attached RFQ forms ensures that each proposal is considered based on the merits of the firm's response. The pre-proposal briefing will include a section on using the proposal forms to highlight the strengths of your firm.

This Master Plan Update will generally be created in accordance with FAA Advisory Circular 150/5070-6B, "Airport Master Plans," the FAA Western-Pacific Region and ADOT, and ADOT's Airport Master Plan/ALP checklist. The Master Plan Update is expected to be funded by an ADOT grant.

This Scope of Services has been developed to establish the goals of the project and framework from which all parties to the project may participate. The objective of the Master Plan Update is to provide the community, public officials, and the Town on Superior with proper guidance for future development to satisfy regional general aviation demands and be wholly compatible with the environment. Additionally, this study has an objective of evaluating existing guidance in the 2001 Master Plan and identifying and incorporating current and future objectives which may invalidate previous recommendations.



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Coordination between the town, local, regional, state, and federal agencies and the consultant team will be essential to bringing together all facts and data relevant to the project and to developing a mutual agreement regarding future development of the airfield.

## Document Submission

Submission of Qualifications Procedures: Your proposal should address a technical approach for the planning project only. Your proposal MUST NOT include a fee schedule. Selection of the engineering firm will follow A.R.S. § 34-603, Procurement of Professional Services and Construction Manager at Risk, Design Build and Job Order contracting construction services and the guidelines in FAA Advisory Circular 150/5100-14D "Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects."

Please note the proposal format for this RFQ. Carefully follow the instructions provided on each page of the form. The attached response forms may not be altered in any way. The proposal document is available in MS Word (.doc format) by calling Superior Town Hall.

Proposals may not exceed the number of pages in the proposal format. The proposal format consists of cover letter, seven pages of data plus two optional pages consisting of an illustration page and a proposal summary page. Any additional pages received, i.e. cover pages, welcome pages, background information, etc. will be discarded. The provided forms for pages 6 thru 8 of the proposals, not including the cover letter, are guidelines, and responses may be submitted on an 8.5" x 11" standard format. Page 9 may be an illustration up to 11" x 17". A signed cover letter is acceptable and does not count against the ten page limit.

THREE COPIES of your completed proposal in Print format must be delivered to the Superior Town Hall, Attention: Todd Pryor, 199 N. Lobb Avenue, Superior, AZ, 85173, or [manager@superioraz.gov](mailto:manager@superioraz.gov) not later than the date indicated in the project milestones on the cover page of this RFQ. Either hand delivery or US Postal Service delivery is acceptable. You may call (520) 689-5752, and speak with TOS staff to confirm receipt. Submittals received after the stated time will not be considered. The cover letter must be signed by a party authorized to bind the entity submitting the RFQ.

All material submitted in response to this solicitation becomes the property of TOS and will not be returned. After the contract is awarded, the RFQ's shall be open for public inspection except to the extent that the withholding of information is permitted or required by law.

A selection committee will review all proposals and rate and rank each submission in accordance with the evaluation criteria described below and in FAA AC 150/5100-14D. All participating firms will be notified of the result and the top rated firm will be contacted to begin fee negotiations. The selection committee reserves the right to conduct interviews with the top three rated firms if the committee deems it necessary. In such case, selection will be made following interviews. Final negotiation is contingent upon approval from ADOT.

No verbal agreement or selection is binding or considered final until approved by the Superior Town Council. The TOS reserves the right to reject any or all proposals, and to conduct new professional



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services selection procedures. If there are any questions concerning any aspect of this solicitation or the scope of work, please submit them in writing to [manager@superioraz.gov](mailto:manager@superioraz.gov). All questions and answers will be published on the town web site. It is the responsibility of the responders to review all questions and answers prior to the submission of their proposals. The last date for questions is indicated in the milestones.

## Criteria for Evaluating Engineering Proposals

The Selection Committee will use the following criteria to evaluate proposals.

Criteria	Max Points
1. Does the Proposer's firm indicate the ability to perform all or most aspects of the project and is their recent experience in airport planning projects comparable to the proposed task? (20 points)	20
2. Do the Proposer's key personnel have the professional qualifications, experience and availability for the proposed project? (40 points)	40
3. Does the Proposer's reputation indicate professional integrity and competence? (10 points)	10
4. Does the Proposer indicate a thorough knowledge of FAA and State of AZ regulations, policies, and procedures? (10 points)	10
5. Does the Proposer's current workload demonstrate the ability to meet schedules and deadlines? (10 points)	10
6. Does the Proposer's history in previous projects indicate the capability to complete projects without experiencing delays? (10 points)	10
7. Does the Proposer indicate an awareness of local conditions, relevant local projects and experience with knowledge of local agencies and related histories? (10 points)	10
8. Does the Proposer demonstrate an understanding of the project's potential problems and the airport's special concerns? (10 points)	10
9. Does the Proposer indicate a high degree of interest in undertaking the project? (10 points)	10
<b>Maximum Possible Points</b>	<b>130</b>

Thank you for taking the time to respond to this RFQ,

Todd Pryor, Town Manager

Two Attachments:

Exhibit A: Scope of Services (16 pages)

Exhibit B: Proposal Package for Professional Services (9 pages)





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## EXHIBIT A: SCOPE OF SERVICES

Scope of Services for an Airport Master Plan Update of Superior Municipal Airport for the Town of Superior, Arizona.

### INTRODUCTION

The Superior Municipal Airport Master Plan Update Scope of Services has been prepared to provide a detailed element and task description of the study efforts. The objective of updating the Airport Master Plan is to provide Town of Superior (Sponsor) officials with proper guidance for future airport development. Unless limited by budgetary constraints, the Master Plan Update will be prepared under guidelines contained in FAA Advisory Circular (AC) 150/5070-6B (as amended), the requirements established in AC 150/5300-13 (as amended), and the FAA Airport Layout Plan Checklist dated February 10, 2006 and ADOT Master Plan Checklist. Coordination between the TOS, the Arizona Department of Transportation - Multimodal Planning Division – Aeronautics Group (ADOT), and the consultant team will be essential to bringing together all facts and data relevant to the project and to developing a mutual agreement regarding both the short and long term (20- year) airport development. The Consultant will provide the services outlined below. Specific issues to be addressed include, but are not limited to the following:

- To examine the projected aviation demand and identify the facilities necessary to accommodate the demand.
- To determine projected needs of airport users for the next 20 years by which to support airport development alternatives including unmanned operations.
- To recommend improvements that will enhance the airport's safety and capacity, to the maximum extent possible.
- To establish a schedule of development priorities and a program for the improvements proposed in the Master Plan Update.
- To prioritize the airport capital improvement program.
- To prepare a new Airport Layout Plan in accordance with FAA and ADOT Guidelines.
- To develop active and productive public involvement throughout the planning process.

### ELEMENT 1 - INITIATION

#### Task 1.1 -Study Design

Description: Detailed descriptions of each item of work required for completion of the Airport Master Plan Update for Superior Municipal Airport will be prepared. Guidelines provided by the TOS and those drawn from the FAA and ADOT will be integrated into the scope of work.

Initial and final draft copies of the work program will be prepared and delivered to the TOS and ADOT for review and approval. The final product of this task will be a scope of services which will be attached and made a part of the project contract documents. Charts of the project work flow/schedule will also be included. Each task to be performed will be evaluated to estimate the number of person-days or classification- hours necessary to accomplish the work efforts and the cost per person-day based on the billing classifications of the planning professionals assigned. Expenses for materials, computer time, reproduction and printing, and miscellaneous study related costs will also be estimated. When estimated person-days or classification- hours have been established, they will provide input to the development of a project schedule identifying allowable time- frames for major phases of the study. This



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schedule will also identify milestones for deliverables of each element to be submitted for review. A detailed element-by-element itemization of project person-days or classification-hours and costs with a final project time schedule in graph form will be attached to all copies of the final work scope.

## **Responsibilities:**

- Consultant: Prepare description of each work item (task) included in the Scope of Services, establish project budget and schedule.
- Sponsor: Review and negotiate the Scope of Services, project budget, and schedule to ensure proper attention is paid to critical areas.
- Product: A refined description of the Scope of Services, Budget, and Schedule, which will be made a part of the Project contract documents.

## **Task 1.2 -Establish Planning Advisory Committee**

Description: Potential members will be identified and asked to serve on a Planning Advisory Committee (PAC) for the Master Plan Update. The PAC will be composed of

- a. representatives of local, regional, state, or federal agencies;
- b. airport users and tenants;
- c. Arizona State Land Department (if necessary);
- d. the military; and
- e. local community representatives.

The PAC, which is a non-voting body, will advise the Consultant on the content and recommendations of the Master Plan Update study through meetings and review of Phase Reports. The PAC will not exceed fifteen (15) members.

## **Responsibilities:**

- Consultant: Assist Sponsor in the identification of potential PAC members, providing all necessary coordination to ensure interested parties are identified. Prepare a “draft” invitation letter for the Sponsor to send to potential committee members.
- Sponsor: Establish a final list of names and addresses of chosen PAC members. Send an invitation to each member.
- Product: A non-voting Planning Advisory Committee (not to exceed 15 members) which will meet during the course of the Master Plan Update Study.

## **Task 1.3 – General Background Information, Establish Goals and Objectives, Outline Baseline Assumptions**

Description: General background information summarizing why the Master Plan Update is being conducted will be prepared and outlined in the introduction section of the study. A list of goals and objectives will be prepared for the Master Plan Update that clearly identifies the primary expectations of the master planning process. The list of goals and objectives will be included in the introduction section of the study. This overview will be important in determining such agenda as the role of the airport and level of service provided to the public. General assumptions that will be utilized for the study effort will be developed and outlined. These assumptions will be coordinated with the Sponsor and ADOT, and included in the introduction section of the study.



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## **Responsibilities:**

- Consultant: Develop an introduction section which provides background information and the basis for conducting the Master Plan Update Study. Organize and coordinate the development of a listing of the goals and objectives. Prepare a list of study assumptions.
- Sponsor: Review and comment. Assist the consultant in identifying and coordinating the primary goals and objectives of the Study.
- Product: Background information for inclusion in the study's introduction section. Goals and objectives for the master plan and a list of general study assumptions.

## **ELEMENT 2 - INVENTORY**

The purpose of this Study Element is to assemble and organize relevant information, data and mapping to be used throughout the study in support of various analyses. In addition, this element will maximize the use of existing information and will prepare new data and documentation only when existing information is unavailable, incomplete, or outdated.

### **Task 2.1 -Evaluate Existing Documents**

Description: Evaluate in detail existing documents and previous planning efforts for their adaptability or use in the master planning process. These documents will include previous master plans, area development plans, comprehensive land use plans, and such other documentation as available.

## **Responsibilities:**

- Consultant: Review and evaluation of existing planning documents.
- Sponsor: The YC AA staff shall assist the Consultant in the procurement of existing documents.
- Product: Compilation of previous study efforts and existing documents for input to future tasks.

### **Task 2.2 -Airport Physical Facilities**

Description: Perform complete inventory of physical facilities and uses which presently exist within the boundaries of the airport. The inventory will include an examination of plans and documents, as well as a thorough on-site inspection of the physical facility to determine its type and size, condition and use. Specific attention will be paid to airport development that has occurred since the completion of the last Master Plan including land acquisition. All grant funded projects that have been completed since the last master plan will be identified and documented, including year completed, ADOT grant number, and grant amount. The work effort will take maximum use of existing information available at the Airport offices. These inventories will identify and describe existing facilities, noting type (i.e., T- hangar, conventional hangar, etc.), size (i.e., approximate dimensions and square- footage), condition (i.e., newly constructed facility or facility in need of repair or replacement), and use (i.e., current tenant, or the description of how the facility is being utilized). The Inventory will include the following items, at a minimum:



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## Airfield

- Runways
- Taxiways
- Marking, Lighting and Signage
- Nav aids

## Landside Facilities

- Airport Terminal/Administration Building
- Aprons
- Fixed Base Operators and Specialty Shops
- Hangars and Other Buildings
- Other Airport Tenants
- Automobile Parking Areas

## Support

- Maintenance
- Utilities (water, sanitary sewer, sanitary waste (garbage), electric, solar power, natural gas, and telecommunications provider/supplier)
- Fueling Facilities
- Fencing/Security
- Washracks
- Access/Roadways (internal/external)

In addition, all available plans, specifications, maps, photographs, drawings, and other data, including previous Airport Master Plans, Airport Layout Plan (ALP) drawings, FAA Forms 5010-1, and NOAA Obstruction Charts will be collected, as available. Data and information pertaining to climate will be obtained including, as available, annual rainfall, annual IFR vs. VFR days, etc.

## Responsibilities:

Consultant: Conduct a complete inventory of the airport's facilities to accumulate pertinent data.  
Sponsor: Provide the Consultant access to airport property and airport records and files as necessary.  
Product: Tabulated airport facilities inventory for input to later tasks.

## Task 2.3 -Inventory Air Traffic Activity, Airspace, Air Traffic Control, and Regional Airports

Description: Air traffic activity data for the airport will be assembled and organized from various sources. Relevant data on general aviation (private and corporate), air taxi, and military activity will be collected. Data will be obtained from the YC AA, the FAA Regional Office, ADOT, and Fixed Base Operators. The assembled data will include, as available:

- a. Historical operations, including local (touch-and-go) and itinerant operational splits.
- b. Based aircraft by type, as available.
- c. Estimated use (by percentage) of each runway.

Since Superior Municipal Airport does not have an Airport Traffic Control Tower (ATCT), existing operations at the Airport will be determined by using FAA's "Model for Estimating General Aviation





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Operations at Non-Towered Airports Using Towered and Non-Towered Airport Data (July 2001)". Specific attention will be paid to determining the additional number of operations due to training activity at the Airport.

Review and perform inventories of airspace and air traffic procedures at Superior Municipal Airport. Conduct interviews with airport officials, pilots, and others as necessary or appropriate to develop a complete description of aircraft operations and airspace at the airport. Basic inventory items will include:

- a. Airways and air traffic patterns.
- b. Noise abatement procedures.
- c. Approach and departure procedures.
- d. Airspace conflicts and obstructions.
- e. Military airspace.
- f. National Parks/Wilderness Areas.

Identify and describe existing public airport facilities within a 50-nautical mile radius of Superior Municipal Airport. Basic inventory items will include at a minimum:

- a. Runway lengths and widths.
- b. Instrument approach procedures.
- c. Airline service.
- d. General aviation services.
- e. Total based aircraft, annual operations, and annual enplaned passengers.

## **Responsibilities:**

Consultant: Assemble data.

Sponsor: Assist Consultant in obtaining available airport records. Assist in arranging interviews as necessary.

Product: Input to subsequent tasks.

## **Task 2.4 -Inventory Socioeconomic Data**

Description: Obtain available statistical data on historical and forecast socioeconomic factors for the Superior Municipal Airport area. These factors will include, at a minimum, employment, income, and population, with emphasis placed upon the identification of specific socioeconomic characteristics of the developed areas in the local environs, as well as trends that have been established for future development and habitation. At a minimum, data will be obtained from the Arizona Department of Economic Security.

## **Responsibilities:**

Consultant: Assemble data based on latest available information. Identify data source in master plan documents.

Sponsor: Assist in collection of data.

Product: Input to later analysis.



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## Task 2.5 -Obtain New Aerial Photographs and Mapping

Description: The Consultant will assemble new digital electronic color aerial photography and new topographic and planimetric mapping of the Superior Municipal Airport and its environs. Topographic and planimetric mapping of the airport and aerial photography of the airport including existing and potential future airport property, as well as the inner approach surface areas, will be obtained by the Consultant. The topographic mapping will be at 5 (five) foot contour intervals and will include top of building elevations. The digital color aerial photography will be used for base mapping and exhibits. The existing Primary Airport Control Station (PACS) and the Secondary Airport Control Stations (SACS) will be used for survey controls. The horizontal datum will be NAD83 and the vertical datum will be NAVD88.

### Responsibilities:

Consultant: Obtain new color aerial photographs and topographic and planimetric mapping  
Sponsor: Assist the Consultant, as necessary.  
Product: New color aerial photographs and topographic and planimetric mapping for use in preparing Base Maps and exhibits.

## Task 2.6 -Obtain Tabulated Wind Data

Description: The Consultant will obtain the most current ten years of wind data for Superior Municipal Airport, from the National Oceanic and Atmospheric Administration, National Climatic Center for use in preparing an updated wind rose for the airport layout plan.

### Responsibilities:

Consultant: Obtain tabulated wind data.  
Sponsor: Coordinate with the Consultant as necessary.  
Product: Tabulated wind data for use in preparing updated wind rose.

## ELEMENT 3 - FORECASTS

This study element is intended to determine an estimate of future levels of air traffic by quantity and by characteristics that will identify the demand that is anticipated at Superior Municipal Airport and by the surrounding airport environs area. When this element is completed, the new aviation forecasts will be submitted to ADOT for approval. The work tasks to be carried out as part of the element include the following:

### Task 3.1 -Review Regional Aviation and Socioeconomic Forecasts

Description: Review and analyze current local and regional socioeconomic forecasts obtained in the inventory element. Similarly review the forecasts and assumptions of the aviation forecasts prepared by ADOT for the Arizona Aviation System Plan. The forecasts prepared for the last master plan will also be reviewed and analyzed.

### Responsibilities:

Consultant: Review all socioeconomic material pertaining to the study and the region.  
Sponsor: Assist in identifying potential sources of information and assist Consultant in obtaining identified socioeconomic material.  
Product: Forecasts of expected socioeconomic factors and aviation activity at Superior Municipal Airport and other regional airports.



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## Task 3.2 -Prepare Aviation Demand Forecasts

Description: Develop aviation demand forecasts using both simple and more complex methodologies, taking into consideration forecasts from other sources. Historical aviation activity statistics for the airport will be organized to evaluate airport peaking characteristics and fleet mix ratios. The methodology used in this analysis will involve a variety of techniques that will factor in national transportation statistics, local socioeconomic factors, as well as the independent airport data. Correlation analysis techniques will include relatively simple graphical comparisons, as well as more complex regression analysis. The timeframe will be identified when the airport will meet the level of 500 operations per year for jet, and turboprop aircraft. A final refinement of activity forecasts will be conducted to integrate the effects of changing technology, and will result in estimates of aviation demand for 2023, 2028, 2033, and 2038, which will be presented as follows:

- a. Based aircraft totals and mix.
- b. Annual operations (local and itinerant) by classification (general aviation, air taxi, military).
- c. Peaking characteristics.
- d. Critical Design Aircraft
- e. Annual Instrument Approaches (AIA's).

### Responsibilities:

Consultant: Prepare aviation demand forecasts for the airport.  
Sponsor: Assist Consultant in obtaining available local airport records.  
Product: Complete aviation forecasts for Superior Municipal Airport for the years 2023, 2028, 2033, and 2038. These forecasts will be coordinated with the TOS and ADOT, and other interests at this point to ensure that the study proceeds on the basis of generally supported assumptions.

## ELEMENT 4 - FACILITY REQUIREMENTS

The purpose of this study element is to convert basic capacity needs into types and quantities of actual physical facilities required to meet forecast demands in aviation activity, and to identify short-term corrective strategies for problems that demand immediate attention.

### Task 4.1 -Define Planning Horizon Activity Levels

Description: Utilizing the aviation demand forecasts prepared in the previous element, identify activity levels which define the Short, Intermediate, and Long Term Planning Horizons. These planning horizons will be utilized throughout the remainder of the report to link future development needs to activity levels rather than points in time.

### Responsibilities:

Consultant: Identify planning horizon activity levels.  
Sponsor: Review and comment.  
Product: Input to later analysis.



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## Task 4.2 -Prepare Airside and Landside Facility Requirements

Description: Using relevant information from other tasks, determine and prepare a preliminary list of facility requirements needed to meet projected demands for the airport for the Short Term, Intermediate Term, and Long Term planning horizons. These facility requirements will be used in the later comparative evaluations and will be based upon both the airport physical planning criteria and the aviation forecasts.

Facility requirements to meet aviation demand for the airfield will include (but not be limited to) airfield capacity, runways, taxiways, lighting, navigational aids (including the capability of Global Positioning System [GPS] technology), helicopter landing areas, and marking and signage. These facility requirements will be developed in the form of gross areas and basic units and will be compared to those that presently exist to identify the future development items needed to maintain adequate service, function and operations of the airport. In subsequent tasks, the above facility requirements will be translated into alternative plans for further evaluation in relation to established planning criteria. Because facility requirements are a function of airport concept possibilities (particularly in staging), these later analyses will be performed in coordination with other factors and may undergo several modifications. Any recommended changes to Airport's Airport Reference Code (ARC) will be supported by specific written justification. ADOT concurrence with any change to the Airport's ARC will be obtained prior to the review and analysis of development alternatives.

Using current FAA and industry planning criteria, develop a set of facility requirements addressing the landside facilities necessary to support the airfield and its related activity. Requirements for facilities such as general aviation terminal facilities, FBO areas, apron areas, airport access, auto parking, hangars, and revenue support facilities will be developed under this task. Requirements will also be developed for support facilities such as fuel storage, airport maintenance, security requirements (TSA), and utilities.

### Responsibilities:

Consultant: Identify specific airside and landside facility needs for the airport.  
Sponsor: Review and comment.  
Product: Detailed description of all airside and landside facilities required to meet aviation demands at the airport.

## ELEMENT 5 - PHASE I REPORT

### Task 5.1 -Prepare Phase I Report

Description: Upon completion of the work tasks in elements 1, 2, 3 and 4, a report will be prepared to outline the analysis, methodologies, and findings of the study efforts. Narrative prepared as part of this element will highlight the history of the airport, the airport setting, and a definition of the airport's role in the state and national airport system, study process, goals and objectives, and methodology. A glossary and list of acronyms/abbreviations will be prepared and summarized in an appendix. Twenty (20) copies of the report will be submitted for review by the PAC, ADOT, and TOS officials.

### Responsibilities:

Consultant: Develop complete narrative and graphics for the Phase I report. Responsible for the distribution of the Phase I report to the PAC, ADOT, and Airport staff.



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Sponsor: Review and comment.  
Product: Twenty (20) copies of the Phase I report.

## ELEMENT 6 - AIRPORT ALTERNATIVES

Using the Facility Requirements determined under the previous element, alternative development scenarios for Superior Municipal Airport will be identified. These scenarios must take into account the development needs of the airport to meet projected aviation demand levels as determined in the forecasting element, and meet airfield, general aviation area, revenue support area and terminal area capacity needs established under the facility requirements element. Throughout the analyses of alternatives, the highest and best use of various parcels of land will be considered when two or more functional areas may be well-applied to a specific piece of property.

### Task 6.1 -Identify Potential Airport Development Alternatives

Description: On the basis of the airfield facility requirements established in preceding elements, formulate airfield development alternatives. These alternatives will be based on concepts for development within existing airport boundaries or with the expansion of airport boundaries which show all necessary development during the planning period and beyond. This task will be conducted simultaneously with following tasks and result in a series of overall development options for the airport. Each alternative will be analyzed from the standpoint of efficiency, cost, environmental factors, and ability to maximize airfield capacity. The “no-build” or “no-action” alternative will be considered.

#### Responsibilities:

Consultant: Develop up to three (3) development options to include both landside and airside improvements for the airport. Additionally, consider and discuss the “No-Build/Do Nothing” alternative within the report.  
Sponsor: Review and comment.  
Product: A series of development options, each of which meets the forecast facility demands.

## ELEMENT 7 - PHASE II REPORT

### Task 7.1 -Prepare Phase II Report Description:

Upon completion of the work tasks in element 6, a report will be prepared to outline the analysis, methodologies, and findings of the airport development alternatives evaluation. Twenty (20) copies of the report will be submitted for review by the PAC, ADOT, and TOS officials.

#### Responsibilities:

Consultant: Develop complete narrative and graphics for the Phase II report. Responsible for the distribution of the Phase II report to the PAC, ADOT, and Airport staff.  
Sponsor: Review and comment.  
Product: Twenty (20) copies of the Phase II report.

## ELEMENT 8 -RECOMMENDED MASTER PLAN CONCEPT

The purpose of this study element is to describe the recommended direction for the future use and development of Superior Municipal Airport which will meet aviation activity demands and other airport needs during the three (3) planning periods (5 years, 10 years, and 20 years) for the airport.





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## Task 8.1 -Recommended Master Plan Concept

Description: Following input from the PAC, ADOT, and TOS staff on the airport development alternatives prepared in the previous element, prepare a detailed comparative evaluation and the supporting rationale to sufficiently describe the single recommended program for development and use of airport facilities. The recommendation for the most prudent and feasible Master Plan concept will become the basis for the final refinement of development costs and scheduling in Element 9.

### Responsibilities:

Consultant: Develop a recommended master plan concept.  
Sponsor: Review and comment.  
Product: Recommended master plan concept for the airport.

## ELEMENT 9 – FINANCIAL PROGRAM/CAPITAL IMPROVEMENTS

### Task 9.1 -Prepare Airport Development Schedules and Cost Estimates

Description: Based upon the previous evaluations and technical meetings, prepare the airport development schedules to reflect economic feasibility and operational requirements of the recommended airport concepts. Prepare the airport development cost estimates to reflect the revised requirements and schedule of development associated with the recommended airport concepts for the airport.

### Responsibilities:

Consultant: Prepare an airport development schedule for the airport as well as cost estimates for the recommended concept.  
Sponsor: Review and comment.  
Product: Development schedules and cost estimates for the improvements proposed as a part of the selected master plan concepts.

### Task 9.2-Prepare Capital Improvement/Financial Program

Description: Prepare a recommended airport capital improvement program for the airport which includes estimates of the amount of funds available from federal grant- in-aid programs and/or State grant funds to determine the net amount of capital funds required by the TOS to accomplish each proposed stage of improvements for the airport. Analyze alternative financing strategies that may be available for implementing the proposed development program. Analyze the sources and uses of all airport funds that will be required to finance designated improvements and estimate the magnitude and timing of any financing that may be required.

### Responsibilities:

Consultant: Develop a detailed capital improvement/financial program for the airport.  
Sponsor: Provide review and input.  
Product: Capital Improvement/Financial Program for the selected master plan concepts.

## ELEMENT 10 – PREPARE PHASE III REPORT

### Task 10.1 – Prepare Phase III Report

Description: Upon completion of the work tasks in elements 8, 9, and 10, a Phase III report will be prepared to outline the analysis and findings of these Elements. Up to 20 copies of the report will be



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submitted for review by the Sponsor, ADOT, PAC, and others.

## **Responsibilities:**

Consultant: Develop complete narrative and graphics for Phase III Report.  
Sponsor: Review and Comment.  
Product: Twenty (20) copies of a Phase III Report which will include the Recommended Development, Capital Improvement/Financial Program, and Environmental Evaluation/Overview.

## **ELEMENT 11 – AIRPORT PLANS**

Description: The purpose of this study element is to develop a new set of Airport Plans for the Superior Municipal Airport. All plans will be prepared in a format which complies with the content contained within FAA's current ALP checklist and which is readily acceptable to ADOT and can be utilized by the TOS staff in carrying out implementation. All plans will be produced utilizing AutoCAD software. The AutoCAD drawings, in a version acceptable to the Sponsor, will be a deliverable item to the TOS at the completion of this project. The Airport Plans will be included as an appendix in the Master Plan Update. A narrative will also be included in the appendix to better describe the intended functions of the proposed development items. The ALP must be delivered as scaled drawing in PDF to ADOT.

### **Task 11.1 – Airport Layout Plan Drawing**

Description: Using the results of the alternatives analysis developed under the preceding element, and FAA AC 150/5070.6B, "Airport Master Plans", an Airport Layout Plan (ALP) drawing will be prepared utilizing AutoCAD Software. The ALP will reflect updated physical features, wind data tabulations (if available), location of airfield facilities (runway, taxiways, nav aids) and existing general aviation development. Depiction of airfield facilities including runway and taxiways; property and runway protection zone boundaries; and revenue support areas will also be shown. Guidelines for the preparation of an airport layout plan drawing are defined by the Los Angeles Airports District Office's current ALP checklist dated February 10, 2006. The ALP will additionally follow guidance in FAA AC 150/5070-6B, Airport Master Plans, Appendix F.

## **Responsibilities:**

Consultant: Prepare the Airport Layout Plan for the airport.  
Sponsor: Review.  
Product: An updated ALP drawing for the airport which meets federal guidelines.

### **Task 11.2 – Prepare Terminal Area/Landside Facility Drawing**

Description: Prepare terminal area/landside facility drawing for the airport reflecting recommended changes to the landside area and contiguous aviation areas resulting from the recommendations of this study and will include all top of existing structure elevations being depicted in table format on the Landside/Terminal drawing, if not included or found on the ALP drawing itself within the Building/Facilities table/box. The landside facility drawing will be prepared in accordance with FAA AC 150/5070-6B, Airport Master Plans, Appendix F.



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## **Responsibilities:**

Consultant: Prepare terminal area plan for airport.  
Sponsor: Review.  
Product: Updated plans reflecting the utilization of the landside areas at the airport.

## **Task 11.3 – Prepare On-Airport Land Use Plan**

Description: A land use plan for the area on-airport will be prepared, based on the identified overall development concept. On-airport uses will include industrial/commercial development areas, general aviation areas, terminal area, ground access and vehicular circulation system service areas, and distinctions between aeronautical and non-aeronautical uses.

## **Responsibilities:**

Consultant: Prepare On-Airport Land Use Plan for the airport.  
Sponsor: Review.  
Product: On-Airport Land Use Plan for the airport.

## **Task 11.4 – Part 77, Approach and Inner Approach Surface Plans**

Description: Prepare Part 77, Approach and Inner Approach Surface plans in conformance with FAR Part 77 and FAA Region guidelines. As necessary, height of potential obstructions will be researched.

## **Responsibilities:**

Consultant: Prepare the Part 77, Approach and Inner Approach Surface plans for the airport.  
Sponsor: Review.  
Product: A Part 77, Approach and Inner Approach Surface plans for the airport which meets federal guidelines. Product will include aerial photography of the inner approach surfaces and runway protection zones.

## **Task 11.5 – Prepare New Departure Surface Drawings**

Prepare new departure surface drawings in accordance with Appendix 2 of FAA AC 150/5070- 6B, Change 1. Obstruction information will be obtained from existing approach plans, obstruction surveys, aerial surveys, and the current Airport Obstruction (OC) chart (as available).

## **Responsibilities:**

Consultant: Prepare the draft departure surface drawings for the airport.  
Sponsor: Review and comment.  
Product: Draft departure surface drawings for the airport which meet federal guidelines.

## **Task 11.6 – Airport Property Map – Exhibit A**

Description: Prepare an Exhibit A - Airport Property Map, which will include the appropriate graphics and information to indicate the type of acquisition (i.e., federal funds, surplus property, local funds only, etc.) of various land areas within the airport's boundaries. The primary intent of the drawing is to identify and/or delineate all designated airport property owned or to be acquired by the airport owner. The drawing will inventory all of the parcels, which currently make up the airport or are proposed for acquisition by the airport. The drawing will inventory all of the parcels, which currently make up the airport, or are proposed for acquisition by the airport sponsor. Details will be limited to the depiction of



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existing and future facilities (i.e., runways, taxiways, runway protection zones, and terminal facilities) which would indicate aeronautical need for airport property. This work effort will utilize information obtained from the current “Exhibit A - Property Map” as well as other sources. The Property Map will be updated in conformance with the standards of FAA AC 150/5070-6B, Airport Master Plans, Appendix F, FAA Order 5190.6A, Airport Compliance Requirements, Appendix 7, and guidelines provided by FAA’s Western Pacific region – LAX Airport District Office (ADO). The Sponsor will provide historical information regarding the acquisition of existing airport property and easements, as well as boundary surveys, if needed. Requirements for the Exhibit A – Property Map will include the following:

- Each parcel making up the entire airport should be shown and numbered. Parcels of land owned by the airport, which are non-contiguous with the airport proper parcel, must also be shown. Include land(s) targeted for sale and leases (indicate the type of planned development).
- Depict both fee and easement interests.
- Runway Protection Zones and runway/taxiway configuration to be depicted. No landside facilities will be depicted.
- Building Restriction Lines to be depicted.
- Magnetic and True north arrows to be shown in accordance with standard drafting practices.
- Each line type, which identifies airport boundary, parcel boundary, RPZ’s, BRL’s, easements, etc. must be distinct in nature and shown within the “Legend” Box.
- An inventory of all parcels by number will be included. Information to be given is as follows: Grantor, grantee, type of interest, acreage, book and page, and date of recording. In remarks include the ADO T project number if acquired under a state grant, rate of participation, surplus property transfer, or AP-4 agreement if applicable, type of easement (clearing, aviation, utility, Right-of-Way, etc.) and if released, date of ADOT approval.
- All information will be shown on one (1) sheet if possible.
- Must be dated and include a “Revision/Amendment” table to document updates and/or changes in order to maintain an historical record for both ADOT and the airport sponsor.

## **Responsibilities:**

Consultant: Prepare Draft Airport Property Map (Exhibit A) for the airport.  
Sponsor: Provide appropriate historical data and review property map. Provide boundary survey, if necessary.  
Product: Draft Airport Property Map (Exhibit A) for the airport.

## **Task 11.7 – Public Airport Disclosure Map**

Description: A Public Airport Disclosure Map for the Superior Municipal Airport will be prepared to reflect operational forecasts, noise contours, airfield facilities, and the airport traffic pattern airspace.

## **Responsibilities:**

Consultant: Prepare the Public Airport Disclosure Map.  
Sponsor: Review, approve, and record with the County.  
Product: Public Airport Disclosure Map.

## **Task 11.8 -Preparation of Draft ALP and Draft ALP Drawing Set**

Description: Preparation of ten (10) blackline copies of the “Draft” ALP drawing and five (5) full drawing sets for submission to the TOS, and subsequent comprehensive agency review by ADOT. Drawings will



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be a minimum size of 24" x 36".

## **Responsibilities:**

- Consultant: Provide ten (10) blackline copies of the Airport Layout Plan, along with five (5) full Airport Layout Plan drawing sets, depicting the sponsor selected "Recommended Plan".
- Sponsor: Review all drawings. Forward one set drawings to ADOT for Review.
- Product: Ten (10) blackline copies of ALP drawing and five (5) copies of "full" ALP drawing set.

## **Task 11.9 -Preparation of Final ALP and Final ALP Drawing Set**

Description: Revise the Draft Airport Layout Plans and Drawings prepared in Task 11.8 to reflect comments received from the ADOT review. Upon approval from the YC AA, provide ten (10) copies of the revised ALP drawing along with five (5) full sets of drawings to the TOS for their signature. The YC AA will forward the signed drawings to ADOT for final approval. A final copy of the ALP will be provided to ADOT in both paper and PDF format.

## **Responsibilities:**

- Consultant: Provide ten (10) revised blackline copies of the Airport Layout Plan, along with five (5) full revised Airport Layout Plan drawing sets. See comment above on the quantity of drawings.
- Sponsor: Review and sign all drawings. Forward all drawings to ADOT for final approval.
- Product: Ten (10) blackline copies of ALP drawing and five (5) copies of "full" ALP drawing set.

## **ELEMENT 12 - FINAL DOCUMENTATION/COORDINATION MEETINGS**

The purpose of this element is to provide documents which depict all the findings of the study effort and to present the study and its recommendations to the Planning Advisory Committee, the public and appropriate local organizations.

### **Task 12.1 -Prepare "Draft" Final Master Plan Update Report**

Description: Upon completion of the work tasks in Element 11, a "Draft" Final Report will be prepared to outline the analysis, methodologies, and findings of the study efforts.

Revised/updated narrative and graphics from the Phase I, II, and III reports will be included. This document will incorporate appropriate comments and corrections received during previous reviews. The ALP drawing set will also be included in this document. Ten (10) copies of the report will be submitted for review by the PAC, ADOT, and TOS officials. This document is intended to be used for the necessary Master Plan Update approvals and reviews.

## **Responsibilities:**

- Consultant: Develop complete narrative and graphics for Element 11 and update Phase I, II, and III report narrative and graphics. Responsible for the distribution of the "Draft" Final Report to the PAC, ADOT, and TOS staff.
- Sponsor: Review and comment.
- Product: Ten (10) copies of the "Draft" Final Master Plan Update report.

### **Task 12.2 -Prepare Final Master Plan Update Document**

Description: Review comments received on the "Draft" Final Master Plan Update and incorporate them,





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as appropriate, into a Final Master Plan Update document. This document shall incorporate the revisions to previous phase reports and “Draft Final Master Plan Update prepared under earlier elements into a usable Master Planning document. Ten (10) copies of the Master Plan Update will be provided.

Copies of the final Master Plan Update Report will be provided to the Sponsor and ADOT on a CD in PDF file format.

## **Responsibilities:**

Consultant: Prepare and print ten (10) copies of the Master Plan Update document.  
Sponsor: Review and Comment.  
Product: Ten (10) Master Plan Update Reports and five (5) CDs with PDF files of the final Master Plan Update Report will also be provided.

## **Task 12.3 -Planning Advisory Committee (PAC) Meetings**

Description: Prepare graphic displays and handout materials necessary to describe the evaluations and findings of working papers prepared for the Master Plan Update Study. Meet with the PAC to review working papers and to discuss study findings. Comments received during these meetings will be considered in preparing the final documents. One (1) PAC kick-off meeting will be held at the beginning of the master planning process. Three (3) PAC meetings are scheduled after the preparation of each of the phase reports.

## **Responsibilities:**

Consultant: Distribute meeting notices to the PAC. Provide presentations and necessary graphics at the meetings.  
Sponsor: Arrange for meeting room. Coordinate jointly with Consultant.  
Product: Up to four (4) PAC Meetings for the Master Plan Update.

## **Task 12.4 -Public Workshops**

Description: The material prepared for the Master Plan Update will be presented to the general public at a public workshop. The workshop will be held after the PAC meeting (on the same day).

Advertising for the workshop will be accomplished using press releases, newspaper advertising, and direct mailings to neighborhood associations, and interested public groups in the Superior Municipal Airport area. Two (2) workshops have been budgeted for the study.

## **Responsibilities:**

Consultant: Provide background, technical presentations, and necessary graphics for the meetings; prepare press releases and mock- ups of newspaper advertisements as directed.  
Sponsor: Coordinate jointly with Consultant. Arrange for workshop location and advertise workshop.  
Product: Two (2) public information workshops for the Master Plan.



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## Task 12.5 -Coordination Meetings

Description: Meet with and give presentations to the Sponsor, ADOT, or other local groups as directed by the Sponsor. Meetings are expected to involve status reports on the studies and presentations of final recommendations and Sponsor approvals. Up to two (2) local coordination meetings have been budgeted for the study.

### Responsibilities:

Consultant: Attend meetings and/or provide presentations and necessary graphics at the meetings.  
Sponsor: Coordinate jointly with Consultant.  
Product: Up to two (2) local coordination meetings for the Master Plan.



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## Exhibit B - Airport Planning Services Proposal

### Project Information

Airport Name Superior Municipal Airport

Project Name Superior Municipal Airport Master Plan Update

Project Manager Steve Bacs, Wildan Engineering

### Planning Firm Information

Firm Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City State Zip \_\_\_\_\_

Contact Name \_\_\_\_\_

Position \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Date Submitted \_\_\_\_\_

Email \_\_\_\_\_

### Information Submitted and Verified by

Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

This form must be used to present proposals for planning projects as directed in the Request for Qualifications. The proposal may not exceed the number of pages as provided in this form package. Please use 12-point type fonts. The ONLY additional documentation that will be accepted is one bound hardcopy of a Master Plan, prepared by your firm, which you feel most closely resembles the situation at Superior Municipal Airport. Any other material will be discarded without review. Materials submitted will not be returned unless requested.



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## Airport Project Services Team

Indicate no more than four key team members, their respective roles (i.e. project manager, project engineer) and relevant work experience. If a sub-consultant is involved in critical components of the design effort, their name and relevant qualifications should be listed as one of the four team members. If listed, a sub-consultant should be identified as such on the "Project Role" line. For the time commitments, indicate for each team member, the percentage of time currently committed to other work, and the percentage of time necessary for this project.

Name	Project Role
Licensed Arizona	
Architect/Engineer/Planner	
Arizona Registration Number	
Years of Planning Experience	
Time Required for this project	
Other Concurrent Time Requirements	
Relevant Experience with Similar Projects. Indicate which projects on page 4 this person participated in this role.	

Page 4 Projects: 1 2 3 4 5 6 7 8 9 10

Name	Project Role
Licensed Arizona	
Architect/Engineer/Planner	
Arizona Registration Number	
Years of Planning Experience	
Time Required for this project	
Other Concurrent Time Requirements	
Relevant Experience with Similar Projects. Indicate which projects on page 4 this person participated in this role.	

Page 4 Projects: 1 2 3 4 5 6 7 8 9 10



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## Airport Project Services Team (Continued)

Name \_\_\_\_\_ Project Role \_\_\_\_\_

Licensed Arizona

Architect/Engineer/Planner

Arizona Registration Number

Years of Planning Experience

Time Required for this project

Other Concurrent Time Requirements

Relevant Experience with Similar Projects. Indicate which projects on page 4 this person participated in this role.

Page 4 Projects: 1? 2? 3? 4? 5? 6? 7? 8? 9? 10?

Name \_\_\_\_\_ Project Role \_\_\_\_\_

Licensed Arizona

Architect/Engineer/Planner

Arizona Registration Number

Years of Planning Experience

Time Required for this project

Other Concurrent Time Requirements

Relevant Experience with Similar Projects. Indicate which projects on page 4 this person participated in this role.

Page 4 Projects: 1? 2? 3? 4? 5? 6? 7? 8? 9? 10?





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## Recent Experience

List no more than 10 most recent relevant projects designed within the last five years.

Project Name and Location	Contact, Position, Phone Number	Planning Start Date	Days allowed in Planning Schedule	Project Fee
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____
8. _____	_____	_____	_____	_____
9. _____	_____	_____	_____	_____
10. _____	_____	_____	_____	_____



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## Master Plan Development Schedule

Based on the published project scope and your technical approach, indicate below the number of weeks necessary to complete the Master Plan. Some of the basic responsibilities within each design phase are included for reference. Do not include Owner's review time. Assume, however, that your work will require some revision after Owner review, and that the time required addressing these comments should be included within your schedule.

Note: This proposed schedule will set the basis for the contract deadlines in the professional services agreement, if your firm is selected.

Planning Phase	Number of Weeks
Element 1 - Initiation	_____
Element 2 - Inventory	_____
Element 3 - Forecasts	_____
Element 4 - Facility Requirements	_____
Element 5 – Phase I Report	_____
Element 6 - Airport Alternatives	_____
Element 7 - Phase II Report	_____
Element 8 - Recommended Master Plan Concept	_____
Element 9 - Public Coordination, Final Docs, Presentation	_____
Element 10 - Prepare Phase III Report	_____
Element 11 - Airport Plans	_____
Element 12 - Final Documentation/Coordination Meetings	_____
Total Planning Time	



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## **Proposed Approach**

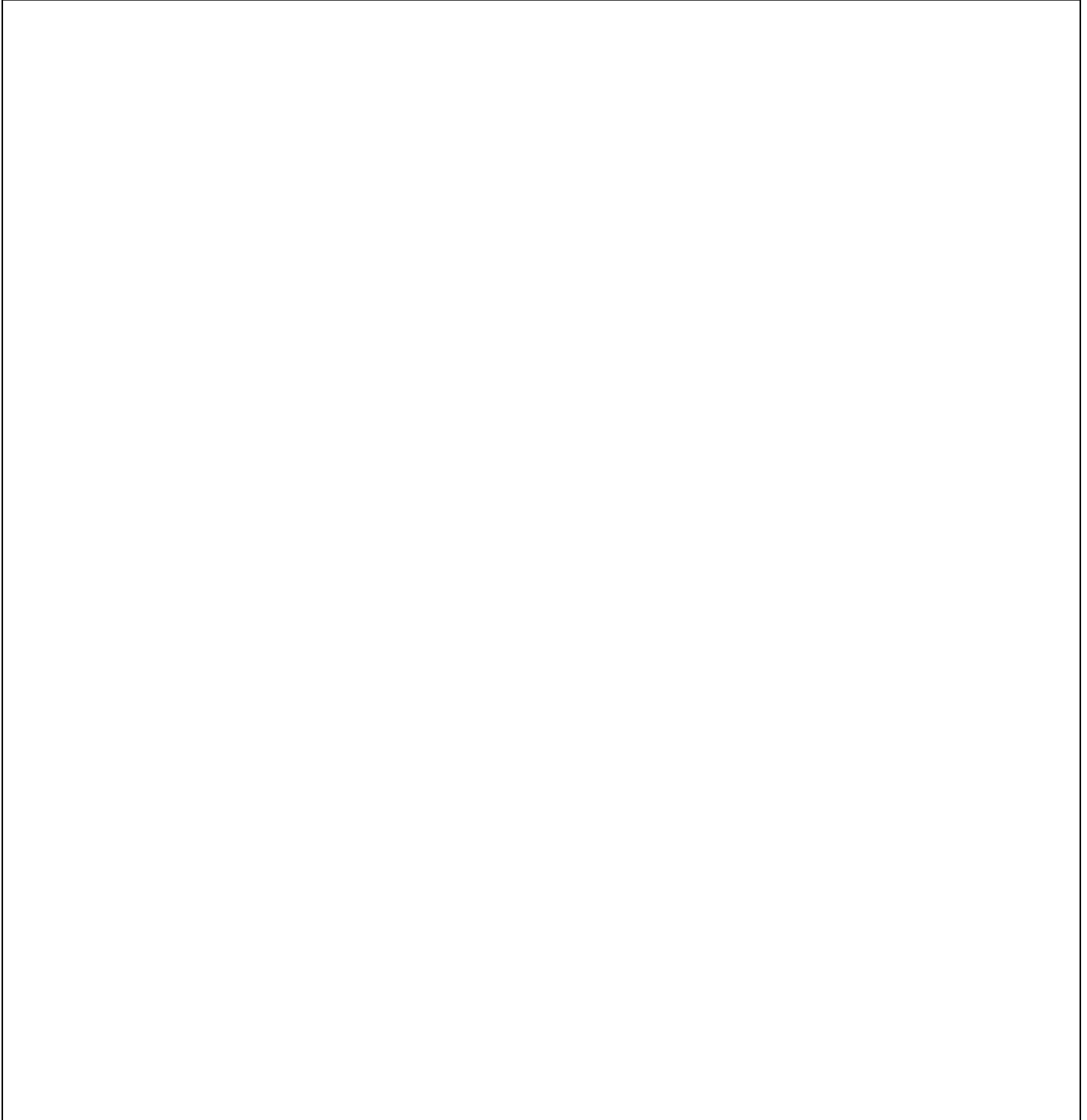
Use the following two pages to discuss your understanding of a proposed approach to the project. Highlight critical factors that could affect the final plan. If any, discuss alternative or additional items that you believe should be addressed in the project. This narrative may not exceed the two pages of this section of the proposal form.



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## Proposed Approach (Continued)





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## Optional Supplemental Illustration Page

An optional supplemental illustration page may be inserted here. That page should be numbered 8 and this sheet should be removed. The illustration page can be no larger than 11" x 17" and can be used to depict items or locations discussed within the narrative on the preceding two pages.







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## Optional - Proposal Information

As an option you may use this page to include any additional information about your firm, project team or approach, schedule, previous experience, specialized skills, or anything else that you feel pertinent to the specifics of the project scope identified in the Request for Qualifications for Professional Services that have not been included elsewhere.